



**eOPF**

# Electronic Official Personnel Folder

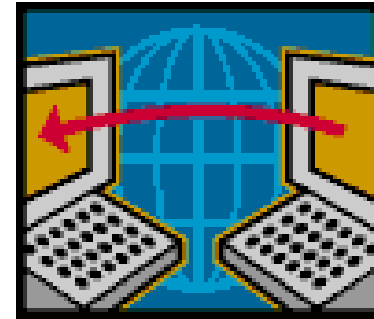
## NOAA Workforce Management Overview

January 2006

Updated July 2006

# eOPF

## What is eOPF?



- electronic web-based system that provides online access to OPF data
- allows secured access to employees and HR Personnel

# Why *eOPF*?

- Part of OPM's Enterprise Human Resources Integration (EHRI)
- Supports the President's e-Government initiatives
- All Federal agencies will have *eOPFs* by September 2008



# Who is using eOPF?

- ☐  **Federal Aviation Administration**
- ☐  **U.S. Department of Education**  
Promoting educational excellence for all Americans.
- ☐  **United States Department of Health & Human Services**
- ☐  **Office of Personnel Management**  
The Federal Government's Human Resources Agency
- ☐  **United States Coast Guard**  
Homeland Security
- ☐  **United States Department of Agriculture**
- ☐  **U.S. DEPARTMENT OF ENERGY**
- ☐  **National Oceanic & Atmospheric Administration**  
U.S. Department of Commerce



# Government-wide Benefits

- Eliminate need for paper records
- Enable interagency electronic transfer of HR data
- Timely access to HR data on active and separated Federal employees
- Improved currency and availability of Federal HR data
- Projected \$72 million annual savings Government-wide by eliminating the paper folder alone



# How will NOAA benefit from *eOPF*?

## ■ Efficiency of Operations

- Employee notified automatically via email when SF-50 added to folder – fewer queries from employees
- System updates from NFC data loads

# Benefits to NOAA



## ■ Improves WFM's ability to provide services while reducing costs

- Easier and faster access to employee files – anytime and any place
- Employees can print any documents or entire folder
- Eliminates delays to retrieve paper OPF
- Ensures faster completion of security investigations

# Benefits to NOAA

## ■ Improved Security and Privacy



- Paper folders can be lost or destroyed by a natural disaster
- **eOPF** backs up and stores employee records in a secure remote site
- Multi-layered security prevents unauthorized access and protects your records
- Pre-defined access roles to prevent unauthorized access



# How Secure Is **eOPF**?



- Hosted by National Business Center (NBC) in Denver
- Fully encrypted
- Every **eOPF** transaction is recorded
- Security Certification (OPM *and* DOC)





# eOPF

## Who is covered?

All NOAA Federal civilian employees are covered.

*Examples of who is **not** covered:*

- *Contractors*
- *NOAA Corps Uniformed Officers*
- *Special/Student Volunteers*

# Who Can View *eOPFs*?

The same people who currently have access to hard copy OPFs will be able to view the *eOPF* records. This includes:

- ❖ Workforce Management staff who are processing personnel actions
- ❖ WFM *eOPF* System Administrators for troubleshooting purposes



# When will **eOPF** be available?

- Current actions loaded beginning with pay period 1 2006
- WFMO access established February 2006
- User IDs and passwords to employees after union negotiations completed



# eOPF Support

Employees will receive *eOPF* guidance and support through:



- log-in instructions via e-mail
- online “Help” link found in the top right corner when logged into **eOPF**
- 4 tiers of support (WFMO/NFC/NBC/EHRI)
- FAQ’s (**eOPF** and DOC/NOAA)
- Online **eOPF** User Guides

# Questions?

